

NROP 7: EMERGENCY PREPAREDNESS	Page 1 of 5
<div data-bbox="355 195 888 279" data-label="Section-Header"> <p style="text-align: center;">Division of Forensic Science Northern Regional Operating Procedure</p> </div>	Amendment Designator: 1
	Effective Date: 3/1/05
<div data-bbox="613 329 1083 363" data-label="Section-Header"> <p style="text-align: center;">NROP 7: Emergency Preparedness</p> </div> <div data-bbox="151 401 355 432" data-label="Section-Header"> <p>7-1 Purpose</p> </div> <div data-bbox="246 436 1528 537" data-label="Text"> <p>This ROP provides guidelines for building occupants to follow in the event of emergencies, such as fire, bomb threat, hazardous chemical spill, gas leak, power failure, ventilation system failure, and national or local disaster.</p> </div> <div data-bbox="151 575 391 606" data-label="Section-Header"> <p>7-2 References</p> </div> <div data-bbox="246 611 490 642" data-label="Text"> <p>DFS Safety Manual</p> </div> <div data-bbox="151 680 521 711" data-label="Section-Header"> <p>7-3 General Information</p> </div> <div data-bbox="246 716 1549 816" data-label="Text"> <p>In the event of an emergency, personnel may have to make a subjective decision as to which portion(s) of this plan to implement, however, once that decision is made, the applicable procedures specified in this document should be followed.</p> </div> <div data-bbox="246 854 1011 886" data-label="Text"> <p>An emergency may require any or all of the following actions:</p> </div> <div data-bbox="295 892 1110 1073" data-label="List-Group"> <ul style="list-style-type: none"> • Alert all personnel in the immediate vicinity of the emergency. • Confine the emergency if possible. • Notify Director. • Summon assistance. • Evacuate the section or building. </div> <div data-bbox="151 1110 451 1142" data-label="Section-Header"> <p>7-4 Responsibilities</p> </div> <div data-bbox="295 1148 1549 1919" data-label="List-Group"> <ul style="list-style-type: none"> • <u>Everyone</u>: <ul style="list-style-type: none"> ○ implement the appropriate guidelines in this ROP to prevent or minimize injury and limit the spread of dangerous situations ○ be alert to the potentially hazardous operations within his/her area ○ be familiar with locations of building exits, fire alarm pull stations and fire extinguishers, eye washes and safety showers, spill kits, AED and First Aid Kits (See attached maps), especially those in your immediate work area ○ as time and personal safety permits, secure evidence and equipment • The <u>Laboratory Director</u>: <ul style="list-style-type: none"> ○ coordinate actions with the Office of the Chief Medical Examiner, Forensic Evidence Specialist Supervisor, Safety Officer, Office Manager and Building Engineer. ○ promptly advise the Division Director of emergency situations ○ order evacuations of the building as necessary in non-fire related emergencies ○ advise external personnel responding to an emergency of known adverse conditions in the building ○ review, approve and update revisions to this document on annual basis • The <u>Forensic Evidence Specialists</u>: </div>	

NROP 7: EMERGENCY PREPAREDNESS	Page 2 of 5
<div style="text-align: center;"> Division of Forensic Science Northern Regional Operating Procedure </div>	Amendment Designator: 1
	Effective Date: 3/1/05
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ one FES will assume access control of front doors to building ○ secure property as time and personal safety permits ○ assist in the orderly and complete evacuation of the building as appropriate ○ have possession of the section's mobile phone in case it is needed ○ assist in the annual review/update of this document • The <u>Laboratory Safety Officer</u>: <ul style="list-style-type: none"> ○ assist in the orderly and complete evacuation of the building ○ assist in the annual review/update of this document ○ assist the First Aid Team with any injuries • The <u>Office Manager and Admin staff</u>: <ul style="list-style-type: none"> ○ in the case of evacuation or shelter-in order, have possession of a cordless phone, Emergency First Aid Kit, AED, Visitor's Sign-in Log, and the Emergency Preparedness Binder* ○ document a head count of personnel once in a designated safe area and report problems to the Lab Director ○ *Emergency Preparedness Binder should contain up-to date versions of the following: <ol style="list-style-type: none"> 1. Employees' emergency contact forms 2. Building pre-plan 3. Maps of smoke/heat/photo electric detectors, pre-action/fire alarm panels, fire extinguishers, location of chemicals/gas tanks/ammunition, mechanical shut-off points, water hose connector and hydrants 4. Maps of eyewashes, safety showers, exits, fire extinguishers, spill kits, AED 5. Chemical Inventory lists 6. Emergency Preparedness Guidelines/ NROP 7 • <u>Supervisors</u>: <ul style="list-style-type: none"> ○ Ensure compliance with this document ○ In the case of evacuation <ul style="list-style-type: none"> ▪ assist in the safe exit of persons from their section ▪ close the section door after last exit. DO NOT LOCK DOOR ▪ assist admin with head count of all personnel • The <u>Building Engineer</u>: <ul style="list-style-type: none"> ○ Assist laboratory staff, especially the Forensic Evidence Specs, Lab Director, Safety Officer and Office Manager, in an emergency situation ○ Shut down building mechanical equipment as appropriate to the situation 	

NROP 7: EMERGENCY PREPAREDNESS	Page 3 of 5
<div style="text-align: center;"> Division of Forensic Science Northern Regional Operating Procedure </div>	Amendment Designator: 1
	Effective Date: 3/1/05
<div style="margin-top: 20px;"> <p>7-5 Evacuation of Building</p> <ul style="list-style-type: none"> • The building will be evacuated when the fire alarm sounds or an order to evacuate is made by the Lab Director. • As time and personal safety permits, evidence will be secured, and as appropriate to the situation, gas lines and lab equipment will be shut down in accordance to posted instructions • Employees will walk, not run, to the nearest exit (DO NOT USE ELEVATORS) and assemble in the parking lot between State Police and the laboratory where a head count will be conducted • No one will re-enter the building without authorization from the Laboratory Director <p>7-6 Fire</p> <ul style="list-style-type: none"> • If the fire is small and containable, and if time/personal safety permits, consider using a fire extinguisher. The extinguishers in the lab can be used on any class fire. To use the fire extinguisher: <ul style="list-style-type: none"> ○ remember PASS - Pull, Aim, Squeeze, and Sweep ○ stay between an exit and the fire in case you need to leave the area quickly – don't get cornered ○ stay low and out of the way of heat and smoke ○ USE GOOD JUDGEMENT and DON'T TAKE UNNECESSARY CHANCES ○ If the fire is out, leave the area and close the door ○ If the fire gets worse, leave the area and close the door. Pull fire alarm, call 911 and evacuate. • If fire or smoke is detected, pull the nearest fire alarm, evacuate the building, call 911 • DO NOT RESET THE FIRE ALARM • If the source of the fire alarm is unknown, and if possible, check the fire alarm panel annunciator in the first floor lobby for the general location and type of fire alarm. Inform authorities <p>7-7 Bomb Threat</p> <ul style="list-style-type: none"> • In the event of a bomb threat by phone: <ul style="list-style-type: none"> ○ <u>Do not pull the fire alarm</u> ○ Keep the caller on the phone and get as much information about the bomb as possible <ol style="list-style-type: none"> 1. Location 2. Time of projected explosion 3. Description/type of bomb </div>	

NROP 7: EMERGENCY PREPAREDNESS	Page 4 of 5
<div data-bbox="355 195 888 281"> <p>Division of Forensic Science</p> <p>Northern Regional Operating Procedure</p> </div>	Amendment Designator: 1
	<div data-bbox="1118 224 1297 306"> <p>Effective Date:</p> <p>3/1/05</p> </div>
<div data-bbox="295 329 1531 968"> <p>4. Note the time of the call, exact wording of the call, the phone number on which the call was received, background noises on the caller's end, as much other information as possible</p> <ul style="list-style-type: none"> ○ Notify the Lab Director who will notify Fairfax County PD <ul style="list-style-type: none"> • Do not use the phone on which the threat was received to call for outside help. Use another line phone. • Do not use cell phones or two-way radios following the bomb threat • Notify others in the building of the situation by person to person communication, rather than by use of phones. • With advice from the police, the Lab Director will determine if the building should be evacuated. Police will conduct a search to identify and disarm a bomb and may request lab staff to assist in identifying items foreign to their work areas. • If a suspicious package or item is found, do not handle it. Inform Lab Director.. </div> <div data-bbox="151 1041 615 1073"> <p>7-8 Hazardous Spills/Gas Leaks</p> </div> <div data-bbox="271 1079 1536 1432"> <ul style="list-style-type: none"> • A release of hazardous materials or gas may require evacuation of the section or the entire building. Call 911 if necessary. • Extinguish any open flames if possible • The supervisor in the work area will evacuate the immediate vicinity of the spill or leak as necessary and appropriate to the situation, and notify the Lab Director, who shall determine the need for further action. • If the spill can be contained, use available spill kits according to directions and MSDS information. </div> <div data-bbox="175 1470 609 1501"> <p>7-9 Ventilation System Failures</p> </div> <div data-bbox="245 1507 1484 1606"> <p>In the event of a failure in the ventilation system or fume hoods used to contain hazardous or noxious materials, laboratory personnel will take the appropriate steps to minimize spread of the material into the laboratory. Such actions include:</p> </div> <div data-bbox="295 1612 1531 1866"> <ul style="list-style-type: none"> • Closing open containers of hazardous or noxious materials • Moving the material to a working hood • Turning off or removing sources of evaporative heat • Closing the sash of the inoperative hood • Evacuation of the immediate area • Notify the Lab Director who will authorize evacuation of the whole building if necessary and any other appropriate action </div>	

NROP 7: EMERGENCY PREPAREDNESS	Page 5 of 5
<div data-bbox="355 195 888 279"> <p>Division of Forensic Science</p> <p>Northern Regional Operating Procedure</p> </div>	Amendment Designator: 1
	<div data-bbox="1118 224 1297 304"> <p>Effective Date:</p> <p>3/1/05</p> </div>
<div data-bbox="151 329 433 359"> <p>7-10 Power Outage</p> </div> <div data-bbox="246 365 1487 430"> <p>The Laboratory Director will determine and implement the appropriate responses to power failures in coordination with the Forensic Evidence Specialists and Office Manager.</p> </div> <div data-bbox="151 470 643 499"> <p>7-11 Biological or Chemical Threat</p> </div> <div data-bbox="246 506 1536 571"> <p>If a letter or package received by the laboratory is suspected to contain malicious hazardous material, e.g. biological or chemical agents</p> </div> <div data-bbox="295 577 1518 898"> <ul style="list-style-type: none"> • GENTLY place the letter or package down and cover it, or if possible, place in plastic bag • Inform everyone nearby to evacuate the immediate area and close doors, windows on way out • Have someone call 911 and notify Lab Director • Isolate yourself and remove/bag any contaminated clothing in a plastic bag • Wash exposed skin for several minutes with soap/water or antibacterial soap; wait for further assistance from HAZMAT emergency personnel • Document the situation, especially what surfaces and other items that may have come in contact with the contents of the suspicious package </div> <div data-bbox="246 938 1360 968"> <p>The FBI advisory list for suspicious packages includes packages with any of the following:</p> </div> <div data-bbox="246 974 1385 1390"> <p>No return address Restrictive markings, e.g. PERSONAL, FOR YOUR EYES ONLY, SPECIAL DELIVERY Excessive postage Mail from a foreign country Misspelled words on address Incorrect titles Badly typed or written information Protruding wires Lopsidedness or unevenness Strange odor, oily stains or discoloration on outer surface Crystallization on wrapper Excessive tape or string</p> </div> <div data-bbox="1393 1430 1458 1459"> <p>END</p> </div>	